



Guide to Telecommuting (Employees)

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Status of Employees

In his most recent Executive Order, Governor McMaster gave additional guidance and directives related to the health and safety of state employees and the continuity of essential government operations and emergency services. State agencies have been directed, to the extent possible, to have as many employees physical working away from Agency locations to help minimize the spread of germs and disease during this period of the health crisis.

Some employees have been deemed essential employees whose job functions are mission-critical and who must physically report to the office. Some employees are essential employees whose job functions are mission-critical but job functions can be completed away from the office in the form of telecommuting. Nonessential employees may not have mission critical job functions can be assigned and completed away from the office in the form of telecommuting or working from home.

Telecommuting and At-Home Work Assignments

Your supervisor has been tasks with providing you with a variety of different work and work assignments to complete at home. These assignments, tasks, and functions may be different than what you are used to completing on a daily basis. Your supervisor may also ask that you participate in frequent conference calls or video chats. Your supervisor may also ask you to provide daily and/or weekly summaries or log of work assignments completed and hours worked

We would ask for everyone's cooperation and openness to completing telecommuting or at-home work tasks as these assignments are to help you as an employee to work hours (to be paid) and to use as minimum amount of your accrued leave as needed (if possible).

These assignments are for your benefit. If you chose not to complete or engage in the assigned at home work, then you will be required to enter accrued paid leave. If your home situation does not allow you to work from home (i.e., you are sick, you are caring for young children or an elderly relative) you will likewise need to enter accrued paid leave. If you do not have enough accrued paid leave, you may be advanced sick leave or be in a leave without pay status.

SCEIS and Time and Leave

For non-exempt (hourly) employees, it is a best practice for time to be entered on a daily basis. Even with telecommuting, that is still a best practice and we would encourage you to do this. Please make sure you are accurately and timely submitted work time, and/or leave, as needed so there are no disruptions in pay.

For both non-exempt (hourly) and exempt (employees), during this unusual health and safety crisis, employees are allowed to use sick leave (even if not sick but home due to school closures or a shelter in place, self-isolation, or quarantine status) or annual leave. If an employee does not have enough paid leave, the Agency can advance up

to fifteen (15) days of sick leave. Please reach out to Kathryn.Britt@llr.sc.gov or Allison.Talbot@llr.sc.gov for additional time and leave questions.

At-Home Work Environment

At-home work or telecommuting is different. Remote work may occur while children or other dependents are present in the house and alternative care is unavailable. Please note that if you are agreeing to accept work assignments to be completed at home (telecommuting) that the Agency is not responsible or liable for the health and safety of you or your dependents while completing Agency work in your home, nor for your health and safety while you are caring for dependents. It is up to you to determine whether or not Agency work can be conducted safely and/or effectively in your home.

Below are some suggestions for you to consider while working from home:

- Stay in frequent communication with your supervisor and let him/her know of any issues, problems, or questions you have related to your work assignments or working from home;
- Be flexible;
- Normal office working business hours are being 7 a.m. to 6 p.m. You may be asked to try and adhere to normal business hours of 8:30-5:00 p.m. while telecommuting especially if your duties are part of providing daily customer service (i.e., answering Contact LLR emails or answering telephone calls that may be forwarded to your cell). However, it may be possible for you to work a different times of the day. For example, if an employee has young kids at home, it may be more efficient for work to be completed early in the morning, during naptimes, and later in the evening. Please communicate and discuss this with your supervisor;
- To be productive working at home, there are best practice and tips to consider:
 - choosing a location in the home that has minimal distractions;
 - maintain good posture where you sit;
 - take regular breaks to stand and move around;
 - attempt to stay on a consistent schedule with eating, sleeping, and/or exercise; structure your day or try to stay on a schedule – this helps with productivity but also maintains boundaries to help you separate work time from personal time.
- Maintain Agency security, privacy, and confidentiality standards.
 - Do not let employees use Agency equipment;
 - Email – only open or download attachments from known senders;
 - Web traffic – be wary of ads on websites; and
 - Files and documents – please maintain this information securely and confidentially in your home.